



Retaining Wall Information Form

(Required at Submittal)

Permit No. _____

Project Street Address: _____

Owner/Builder _____ Plat #: _____

Subdivision _____ Lot(s) #: _____ Master Plan # (if applicable): _____

Required Items for Submission (to be included with a sitework application):

- [] Site Plan for all walls requiring a permit (location, extent, and height of the wall/retaining wall in relations to any existing or proposed building/structure, property lines, and utility easements)
- [] Wall Design with Details For a wall requiring a Texas Professional Engineered design per IB 171 - Table 171, provide the following:
 - a. Wall dimensions, elevations and cross sections - Show locations of any surcharges and additional loadings affecting retaining wall design
 - b. Geotechnical Report – Must include retaining wall design parameters in report
 - c. Structural details
 - d. Grading plan
 - e. Method of subsurface drainage or show hydrostatic loads used in design
 - f. Parameters used for structural and geotechnical calculations – Provide Factors of Safety: minimum 1.5 Sliding and Overturning - Show how surcharges are addressed by the design.
 - g. Bearing capacity of the foundation soil
 - h. For segmental retaining walls, the details must clearly identify the block manufacturer, block type, drainage requirements, and maximum wall height)
 - i. Global Stability Analysis with Factor of Safety of 1.5 (If required by IB 171 Table) – Provide graphical output showing Factor of Safety and input parameters
- [] Description of Inspection(s) to be performed by the design professional. The inspections are not considered Special Inspections under Chapter 17 of the International Building Codes. Special Inspections Forms are not required.

RETAINING WALL INFORMATION – Fill in each item (submit separate information for each wall, if applicable)	
Type of Retaining Wall (Check one)	
<input type="checkbox"/> CAST IN PLACE CONCRETE	<input type="checkbox"/> SEGMENTAL BLOCK
<input type="checkbox"/> MORTAR STONE GRAVITY	<input type="checkbox"/> OTHER (Explain)
Wall Material	
Wall Length	
Maximum Wall Height (from Grade)	
Depth of Footing	
Thickness of Wall at Base of Footing	
Valuation of Wall \$	

Design Professional's Name	
Address	
Email	
Phone Number	

Contractor's Name	
Company Name	
Address	
Email	
Phone	

Owner's Name	
Address	
Email	
Phone	
Owner's Signature	
Date	

Engineer's Registered Firm/Company's Letterhead

(Date)

(Client Name)

(Client Firm Name)

(Client Address)

(Client Address)

Project: (Project Name)

(Project Address)

Aurora, Texas 76078

Property Legal Description: (Legal Description from Wise Appraisal District Account, Property Survey, Deed, Etc.)

City of Aurora Building Permit A/P Number: _____

Dear (Client):

You constructed your retaining wall referenced above using construction documents prepared by (Design Professional Engineer).

Qualified individuals from this office visited the site to check the construction stated above for general conformance with our construction documents. In my opinion, based on our experience, knowledge, information and belief, the stated construction that we observed is in general conformance with our construction documents.

As denoted by the engineering seal on the construction documents and on this letter, we believe we have fulfilled our obligations as an engineer under the Texas Engineering Practice Act pursuant to its requirements to protect the public health, safety, and welfare in the practice of engineering. We further believe we have met those requirements insofar as our responsibility for periodic observation of the work for conformance is concerned.

If you have any questions, please call.

Respectfully,

Engineer's P.E. Seal

Engineer Signature (Engineer Typed Name)

Notes to help correctly prepare this form letter: 1. Fill in the specific date, client name & address, project information, permit number (A/P) and legal description where italicized. 2. For landscaping walls built to protect tree roots or to hold landscaped beds, allowed to be designed by any design professional registered/licensed with the Texas Board of Professional Engineers or the Texas Board of Architectural Examiners (except Interior Designers – See Table 171), you may substitute the word “engineer” with the appropriate term and substitute the words Texas Engineering Practice Act with the Architects or Landscape Architects statutes Chapter 1051 or Chapter 1052 respectively. 3. Sign, seal, and date before submitting to the City of Aurora, Development Services Department.